

Housing Rehabilitation Monitoring Form

☐ Rehabilitation

☐ Reconstruction

Grantee: _____ Grant Number: _____

Prepared by: _____ Date Prepared: _____

Owner's Name: _____

Tenant's Name: _____

Unit Address: _____

Application and Demographics				
1.	Is the applicant in the original application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, provide documentation of (amended environmental) and selection committee minutes
2.	Is there an application for assistance and confirmed eligibility in the file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.	Is the home owner-occupied?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.	Is the home tenant-occupied, if applicable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		N/A <input type="checkbox"/>		
5.	Is the owner of Low to Moderate income?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.	Is the tenant of Low to Moderate income?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		N/A <input type="checkbox"/>		
7.	What type of reconstruction method was used?	<input type="checkbox"/> Stick-built <input type="checkbox"/> Manufactured <input type="checkbox"/> Modular <input type="checkbox"/> N/A		
8.	Does the optional coverage plan support temporary relocation?	Attach Plan <input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A		

Rural Economic Development Division (REDD)
Community Development Block Program

		Comments		
9.	What is the address to which the homeowner was temporary relocated?	<input type="checkbox"/> N/A Address:		
10.	Did the owner contribute any funds to the rehabilitation or reconstruction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, how much? If no, explain
		N/A <input type="checkbox"/>		
11.	What was the work write-up or building specification cost estimate?			
12.	What procurement method was used?			
13.	Date(s) Bid was due:			
14.	How many bids were received?	# _____		
15.	What are the bid amounts?	Bidding Parties a) _____ b) _____ c) _____ d) _____		Bidding Amounts _____ _____ _____ _____
16.	Is the contractor or any sub-contractors confirmed as currently debarred on federal or state funds list?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	What was used for verification? Date of verifying documents?
17.	Was the contract awarded to the lowest responsible bidder?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If not, please give reason:
18.	Does the Total Rehabilitation Cost exceed \$44,000 or \$42.00 per square foot for construction and Lead Based Paint abatement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Square Footage of Unit: _____
19.	Is the Substantial Rehab documentation in the file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		N/A <input type="checkbox"/>		
20.	If yes, did the Rural Economic Development Division (REDD) concur with the Substantial Rehab?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Rural Economic Development Division (REDD)
Community Development Block Program

		N/A <input type="checkbox"/>	
21.	Please complete the contractor's information.	Contractor's Name: _____ License Number: _____ Tax ID Number: _____	
22.	Is there evidence of the contractor's Personal Damage Insurance in the file?	Yes <input type="checkbox"/>	No <input type="checkbox"/> If No, Explain: _____
23.	Is there evidence of the contractor's Bodily Injury insurance in the file?	Yes <input type="checkbox"/>	No <input type="checkbox"/> If No, Explain: _____
24.	Is there evidence of the contractor's Workman's Compensation in the file? <small>(Required if the contract employs 3 or more-NC Article 97)</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/> If No, Explain: _____
Capturing and Recapture			
25.	What is the amount of the Deferred Loan?		
26.	What is the recapture amount? _____ What is the number of years in the recapture period? Date Recorded? Book and Page?	Number of Years: _____ Date Recorded: _____ Book _____ Page _____	
27.	Were there any Modifications? Final Book and Page: Any Additional _____ Final Note and Deed of Trust Amount: _____	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Date Recorded: _____ Book: _____ Page: _____ Date Recorded: _____ Book: _____ Page: _____ Date Recorded: _____ Book: _____ Page: _____	

Rural Economic Development Division (REDD)
Community Development Block Program

28.	Did the homeowner receive a copy of the Note and Deed of Trust?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Explain:	
29.	Did the homeowner receive a Notice of Recession (3 Day law)? Did the homeowner receive a Good Faith Estimate? Did the homeowner receive a Truth in Lending Statement?	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	If No, Explain:	
30.	What is the Contract Amount and Date Signed?			Signee: Contractor:	
31.	Was the contract amount consistent with the bid amount?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Explain:	
32.	Is there a Rent Control document in the file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If No, Explain:
33.	Is there a Maintenance Agreement in the file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If No, Explain:
34.	Was a preconstruction conference held with the homeowner/tenant and contractor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____ If yes, is there evidence of the meeting in the file: If No, explain:	
35.	Did the grantee approve the contractor's work prior to payment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Explain:	
36.	What was the square footage of the previous dwelling before clearance?	Sq. Ft _____ <input type="checkbox"/> N/A			

Rural Economic Development Division (REDD)
Community Development Block Program

37.	What is the square footage of the newly constructed dwelling?	<div style="text-align: right; margin-right: 20px;"><i>Sq. Ft</i></div> <div style="display: flex; justify-content: flex-end;"> <div style="border-bottom: 1px solid black; width: 100px; margin-right: 10px;"></div> <input type="checkbox"/> <i>N/A</i> </div>	
38.	Is the square footage substantially the same amount as the previous dwelling?	<div style="text-align: center; font-size: small;">Yes</div> <input type="checkbox"/>	<div style="text-align: center; font-size: small;">No</div> <input type="checkbox"/>
		<div style="text-align: center; font-size: small;">N/A</div> <input type="checkbox"/>	If No, Explain:
39.	List Change Order dates, if any, amounts and reasons: <input type="checkbox"/> No change Order(s)	<div style="text-align: center; font-size: small;">Date</div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>	<div style="display: flex;"> <div style="width: 50%;"> <div style="text-align: center; font-size: small;">Amounts:</div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div> </div> <div style="width: 50%;"> <div style="text-align: center; font-size: small;">Reason:</div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div> </div> </div>
40.	Verify Change Order was signed by: Contractor Homeowner Grantee	<div style="text-align: center; font-size: small;">Yes</div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<div style="text-align: center; font-size: small;">No</div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<div style="text-align: center; font-size: small;">N/A</div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	If No, Explain:
41.	Contract Amount: _____ Change Order(s): _____ Total Cost _____	<div style="text-align: center; font-size: small;"><u>CDBG</u></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>	<div style="text-align: center; font-size: small;"><u>Other</u></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>
42.	What Was the total amount paid to the Contractor?		
43.	What was the service Delivery Cost?		
Post Construction			
44.	Is there a Certificate of Occupancy or Certificate of Compliance?	<div style="text-align: center; font-size: small;">Yes</div> <input type="checkbox"/>	<div style="text-align: center; font-size: small;">No</div> <input type="checkbox"/>
			If No, Explain:
45.	Were copies of the Warranty and Guarantee documents given to the Homeowner?	<div style="text-align: center; font-size: small;">Yes</div> <input type="checkbox"/>	<div style="text-align: center; font-size: small;">No</div> <input type="checkbox"/>
			If No, Explain:

Rural Economic Development Division (REDD)
Community Development Block Program

46.	Is a Contractor's Lien Waiver in the file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Explain:
47.	Is there Sub-Contractor's Lien Waiver in the file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Explain:
48.	Is there a Material Lien Waiver in the file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Explain:
49.	Is there a Homeowner's Acceptance of Work in the file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Explain:
Lead Based Paint				
50.	Is the REDD Lead based Paint Checklist signed by the Grantee's designated representative? (Attach copy to this checklist for submittal.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Explain:
		N/A <input type="checkbox"/>		
51.	Do any children 6 years old or younger occupy structure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Explain:
Inspection/Risk Assessment				
52.	Is there a Risk Assessment in File?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Explain:
		N/A <input type="checkbox"/>		
53.	Is there a Lead Based Paint Clearance Report in the file? (Attach copy to this checklist for submittal)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Explain:
		N/A <input type="checkbox"/>		
Miscellaneous				
54.	Was the property identified in the ERR as Historically Significant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
55.	If yes, did the Grantee comply with the requirements of the National Preservation Act	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Rural Economic Development Division (REDD)
Community Development Block Program

	as identified by the N.C. Department of Cultural Resources?	N/A <input type="checkbox"/>		
56.	Is the property located in a Flood Plain?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
57.	If the property is located in a Flood Plain, is there evidence of Flood Insurance in the file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		N/A <input type="checkbox"/>		
58.	Was a Site Visit made to the dwelling?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Explain:
59.	Was the Owner/Tenant interviewed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Explain:
		N/A <input type="checkbox"/>		
60.	Do the visible rehabilitation/ reconstruction work correspond to the work write up or building specifications?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, which areas do not correspond?
		N/A <input type="checkbox"/>		
61.	Address any other concerns that are not in the work write up:			

Grantee Representative

Date

Grant Management Representative

Date